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Committee called to order by Roly Chaput, Co-Chairman, on July 13, 2010 at 7:15 p.m.

Members present: Roly Chaput, James McGough, Terry Shaoul, Heather Leavell, Sarah Burks, Aimee Taberner, Paul McGaffigan, Treasurer, David Formanek, Curator. Absent Member: Geraldine Tremblay. Associate Trustees present: Violette Sager, Arthur Bush. Guest: Chuck Luca.

**First order of Business** - The Cyrus E. Dallin Art Museum made the list of 1,000 places to see in Massachusetts.

**Minutes of June 8, 2010** - S. Burks made motion to approve the June 8, 2010 minutes as corrected. J. McGough second. Unanimously approved.

**Treasurer's Report** - P. McGaffigan distributed the Treasurer's Report. Noted a few donation envelopes are still trickling in. S. Burks made motion to accept Treasurer's Report. T. Shaoul second. Unanimously approved. The monthly status report was also distributed. S. Burks made motion to accept the monthly status report. A. Taberner second. Unanimously approved.

**Bills** - A. Taberner - presented invoice in the amount of \$42.73 for fabric for Mother's Day event. S. Burks made motion to reimburse A. Taberner the amount of \$42.73. T. Shaoul second. Unanimously approved. R. Chaput - Presented invoice in the amount of \$210 for quarterly cleaning, carpet cleaning, scrape and paint the front door. J. McGough made motion to reimburse R. Chaput the amount of \$210. S. Burks second. Unanimously approved. R. Chaput also presented bills for materials -(one quart of paint, new OPEN flag and 500 letterheads from Arlington Swift) in the amount of \$165.21. J. McGough made motion to reimburse R. Chaput the amount of \$165.21. S. Burks second. Unanimously approved. A suggestion was made to shop around for printing costs. G. Tremblay wrote to request pre-approval to purchase cataloguing materials for photos/slides in the amount of \$125.00 plus shipping and handling. A. Taberner made a motion to pre-approve purchases as previously stated up to \$150.00. T. Shaoul second. Unanimously approved.

**Communications** - J. McGough received a note from Malcolm Murray, Jr. regarding the General Sherman. It seems that his nephews Jeff and Mark are interested in the piece, but for now, the General will remain on loan for the next 10 years. R. Chaput received a note from Judith Cutts thanking us for the DVD's of the Dallin Family Weekend. We received a \$250 donation from the Margaret H. Spengler Memorial Committee. T. Shaoul will send thank you. D. Formanek advised that Tom Tom and Garmin are adding the Museum to their listing.

**Volunteer** - J. McGough presented report. S. Burks made a motion to accept the Volunteer Report. A. Taberner second. Unanimously approved.

**Art on the Green** - C. Luca reported we currently have 13 exhibitors for Art on the Green. 3 or 4 of them are new artists. Received \$455 in table fees. Discussed the possibilities of having a raffle with either Dailin gift shop items or local business items as prizes. Suggestions - gift basket, certificates, cash prize, Indian Head Bank, Arlington Throw. Tickets could be sold 1 for \$2 or 3 for \$5. Final proposal needed for August meeting. C. Luca did two beautiful watercolors for Art on the Green. We have our permits for Town Day on September 26, 2010.

**Oral History** - J. McGough stated there is nothing to report at this time.

**Projects for 2010** - Windows - Discussion ensued regarding repair vs. replacing windows in a Historic House. Painting of the house and shutters as needed. The Historical Commission could approve this at its 8/3/10 meeting. The Menotomy Hunter is missing part of his bow. Joanne Robinson from the Historical Commission may be able to help with this. T. Shaoul is in process of transcribing the Tour of the Jefferson Cutter House and Cyrus E. Dallin Museum as narrated by James McGough. Paintings - Discussion as to which restorer to choose. We have three bids. The consensus was Peter Williams. R. Chaput made a motion to hire Peter Williams/Museum Services pending reference checks which J. McGough will look into. We need to specify in the contract the clear scope of services and all required services receipt. A. Taberner second. Unanimously approved. H. Leavell will need a copy of the contract for the insurance company. We need to have Williams document the damage (physical and monetary) done to the painting. S. Burks picked up the frame from W. Kmeic that belonged with Lawrence Dallin's House painting. S. Burks spoke with G. Tremblay we need to send a letter to him saying we no longer need his services.

**Signs** - R. Chaput reported on information to date. Suggestions made as to: placement, print, wood or metal. R. Chaput will send out request for quotations for a free standing sign. Will report back in August.

**150th Anniversary Committee** - A. Taberner would like to make PayPal a priority for Town Day to start getting funds. She will talk to M. DiGioia and follow-up. P. McGaffigan will contact A. Johnson re: PayPal. A. Taberner would like to have a sub-committee meeting sometime late in August. T. Shaoul read through the list of ideas for the 150th Anniversary.

**Marketing** - H. Leavell reported. Zoe still interested in working with us. She is working full time and is pregnant. The interns all found summer jobs. Need to do more research. When the Jefferson Cutter House and Cyrus E. Dallin tour is available to us we would like to work on creating a folding brochure.

**Strategic Plan** - In talking stages. H. Leavell has a consultant we can use. Laura Roberts. Both A. Taberner and D. Formanek know her. It was suggested that we apply for grants. A. Taberner also suggested to find people to match funds. S. Burks said we need to ask for a proposal first. A. Taberner said strategic plan takes tremendous time suggested to plan the anniversary first then do strategic plan. A. Taberner made a motion for H. Leavell to talk to Laura Roberts for fact finding and obtain a proposal for a strategic plan. S. Burks second. Unanimously approved.

**Old Business** - Right Card - Nothing substantive to report at the moment.

**New Business** - Mary Baker Eddy Statue - Possibility of the Museum obtaining the Mary Baker Eddy statue from the LongYear Museum. H. Leavell suggested that the Board Members be involved to show we are serious. We will have to make a presentation at their next Board of Trustee meeting in early September. J. McGough spoke with Richared Sampson who is on their Board he would like to keep it in the Boston Area. H. Leavell made a motion to do a site visit of the LongYear Museum with Board Members and Bob Shure (sculptor) and Jean-Louis LeChevre for advice. Also, this Board will prepare and rehearse a presentation to the LongYear Board. A. Taberner second. Unanimously approved. Air Conditioner - J. McGough reported that the air conditioner went out again and the ceiling is bowing. U. S. Art will give us quote to move and store sculptures in the Paul Revere Gallery. Dave Perry, Custodian, is coordinating having the windows and the painting done at the same time. Costs come through the Town Budget and their insurance. Violette Sager - is leaving us. She is going back to Switzerland. We thank her for her services both as docent and Associate Trustee and will miss her. ACMI reception - J. McGough reported on the ACMI reception that was held on June 25, 2010. S. Burks and T. Shaoul were in attendance. Mr. McGough was nominated in two separate categories but did not win either one. W. B. Mason - S. Burks spoke with a W. B. Mason representative - they can set up an account with no commitment, would need pre-approvals, it would be another resource. A. Taberner made motion that S. Burks talk with Mr. Gasse of W. B. Mason to set up an account will give P. McGaffigan's e-mail. H. Leavell second. Unanimously approved. R. Chaput - advised that he will be stepping down as a Co-Chair next month.

Meeting adjourned at 9:30 p.m

Terry Shaoul  
Recording Secretary